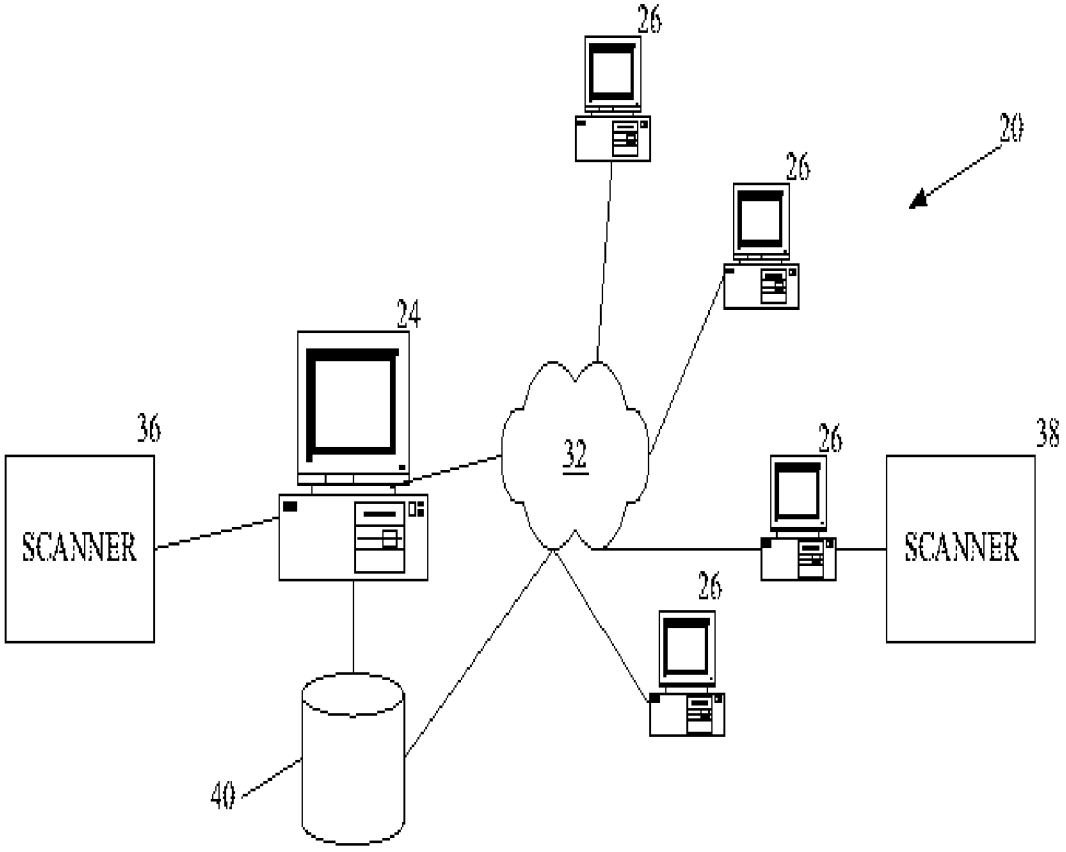

FIG. 1.

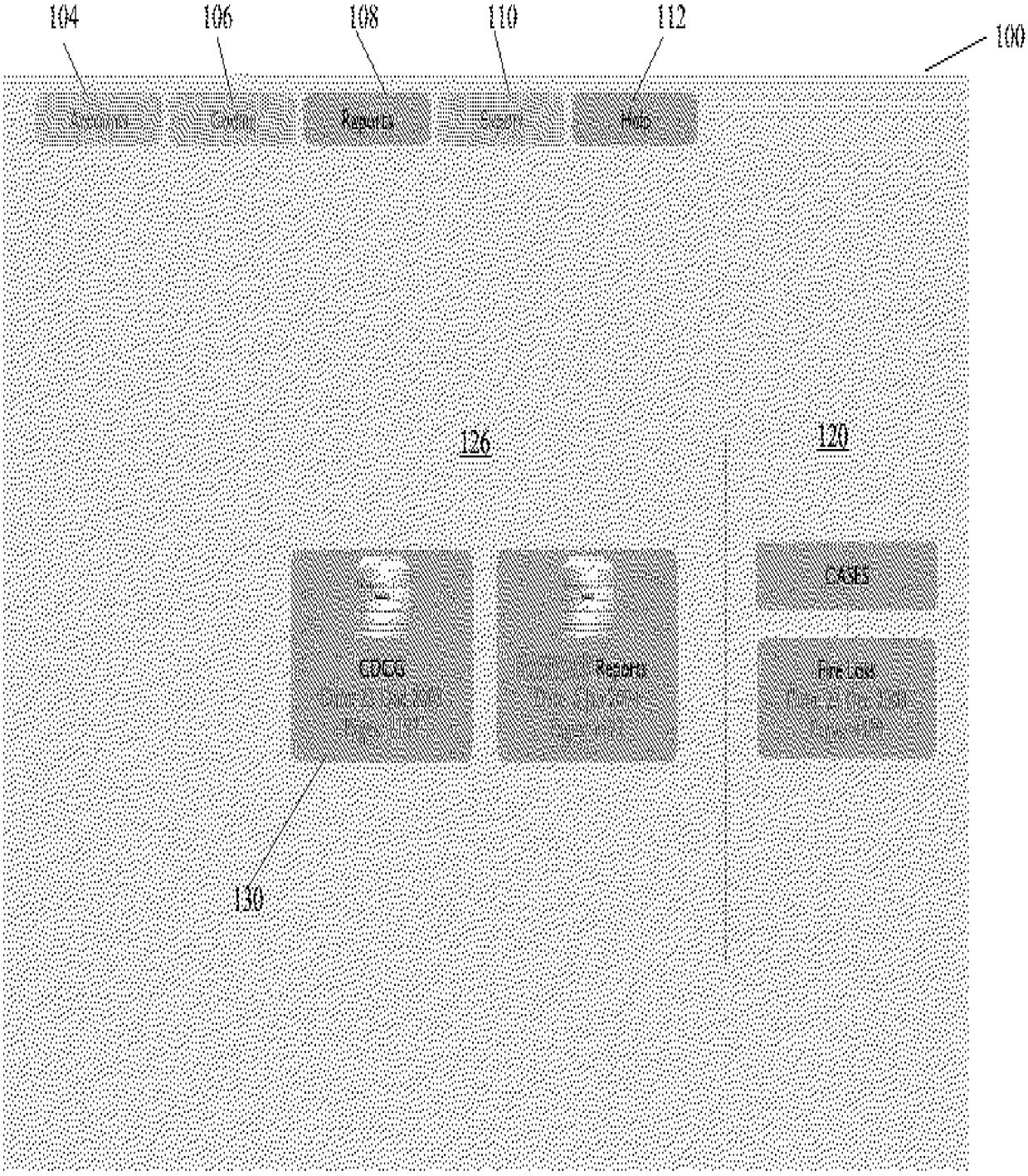

FIG. 2.

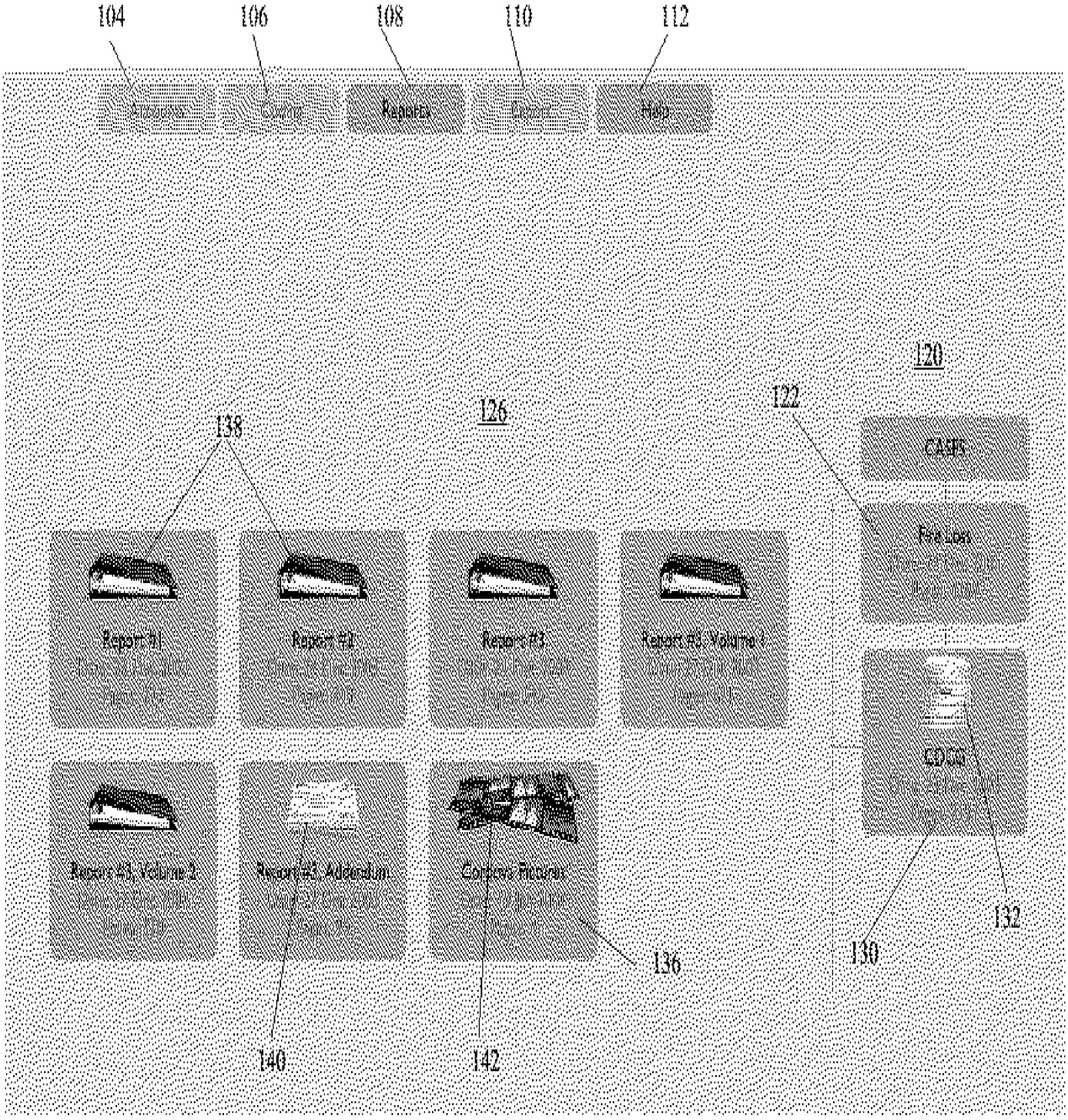
104
106
108
110
112
Reports
Help
120
122
126
138
CASES
Report #1
Report #2
Report #3
Report #3, Volume 2
Report #3, Addendum
Combined Reports
136
130
132
140
142

FIG. 3.

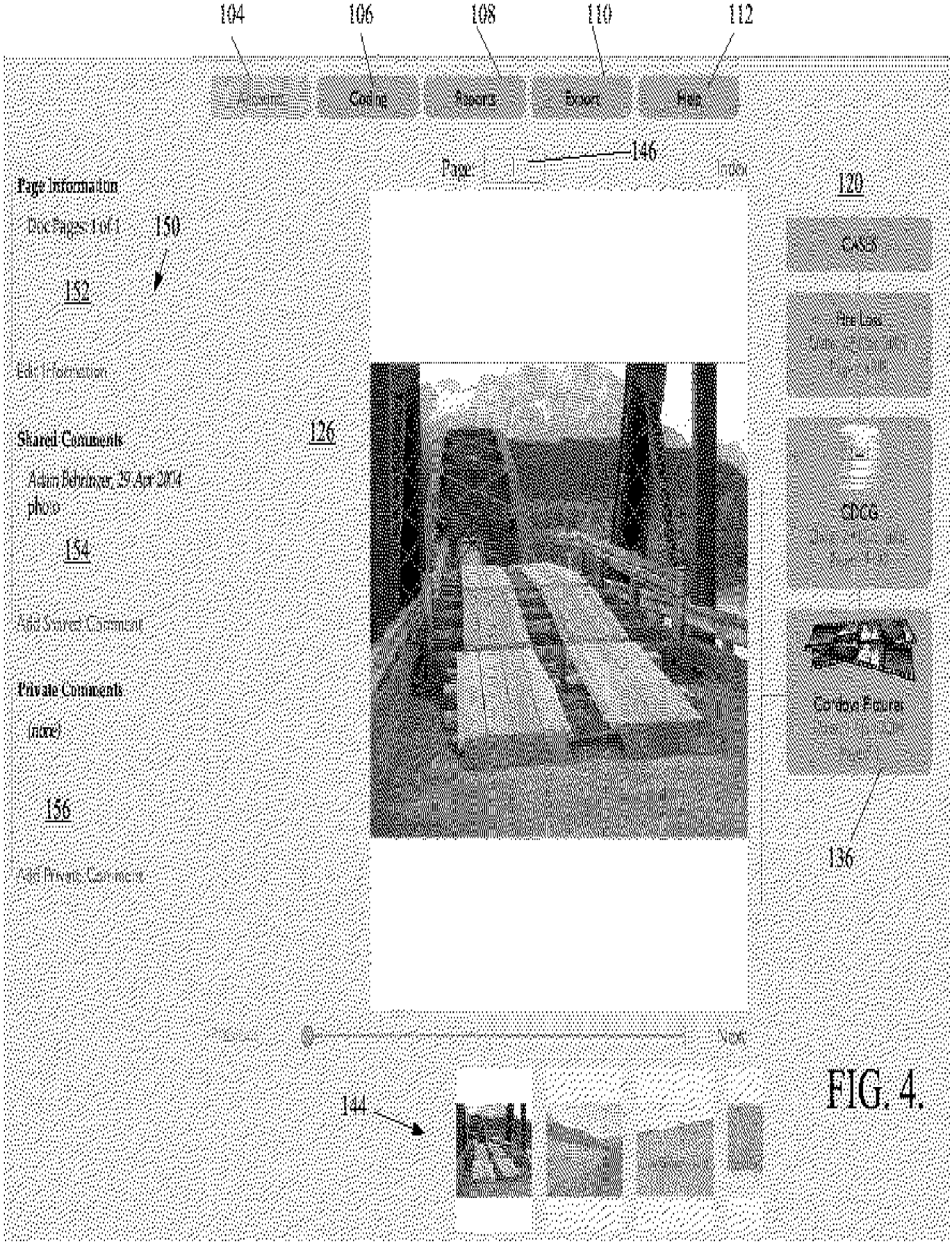
104
106
108
110
112
Coding
Reports
Errors
Help
Page:
146
Index
120
Page Information
Doc Pages: 1 of 1
150
152
Edit Information
Shared Comments
Adam Behringer, 29 Apr 2014
photo
154
Add Shared Comment
Private Comments
(none)
156
Add Private Comment
126
CASE
Fire Loss
DOCS
Cordova Figures
136
144

FIG. 4.

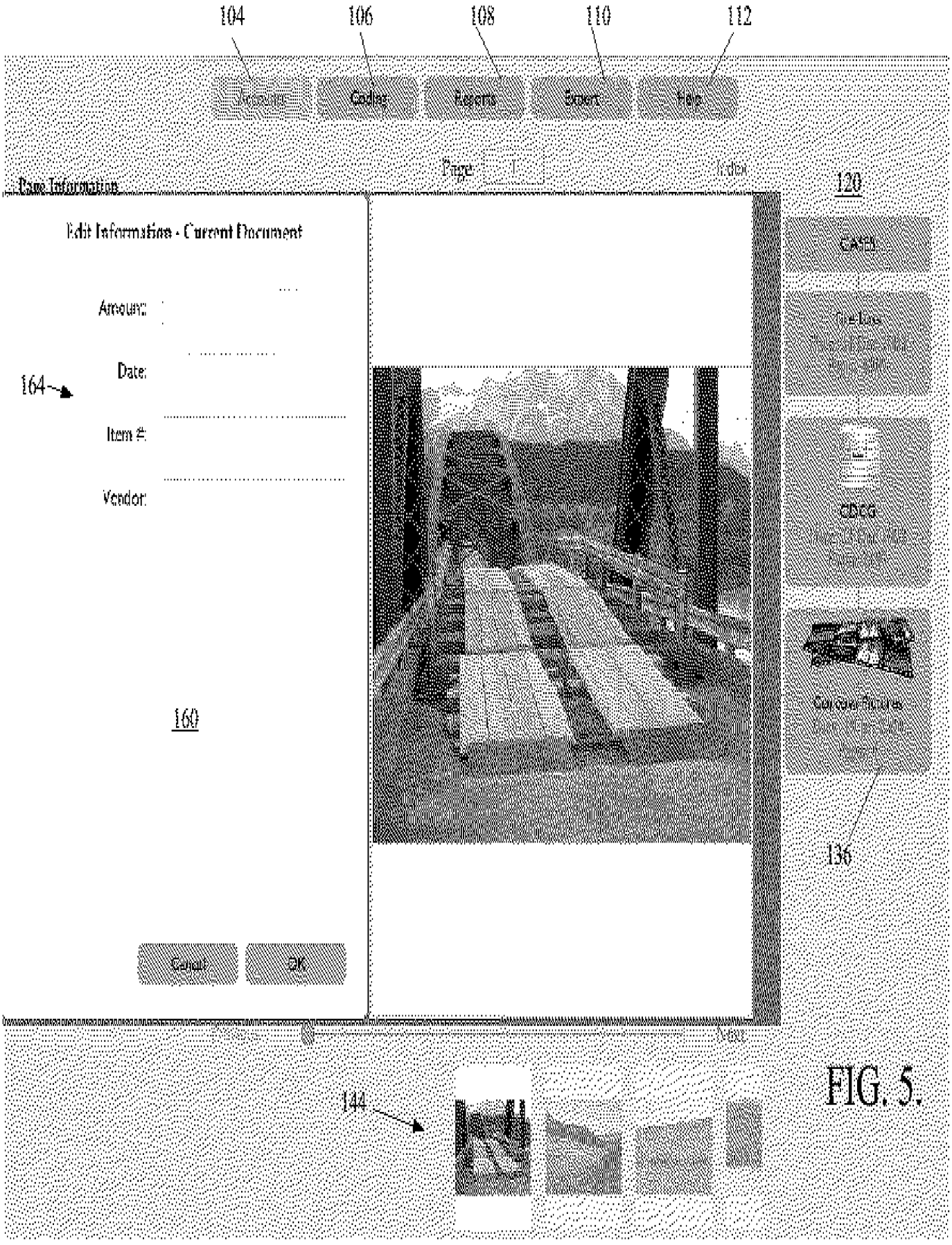
104
106
108
110
112
Codes
Reports
Exam
Help
Page
Index
Page Information
120
Edit Information - Current Document
Amount:
Date:
164
Item #:
Vendor:
160
Cancel
OK
CASE
CDCS
Current Pictures
136
144

FIG. 5.

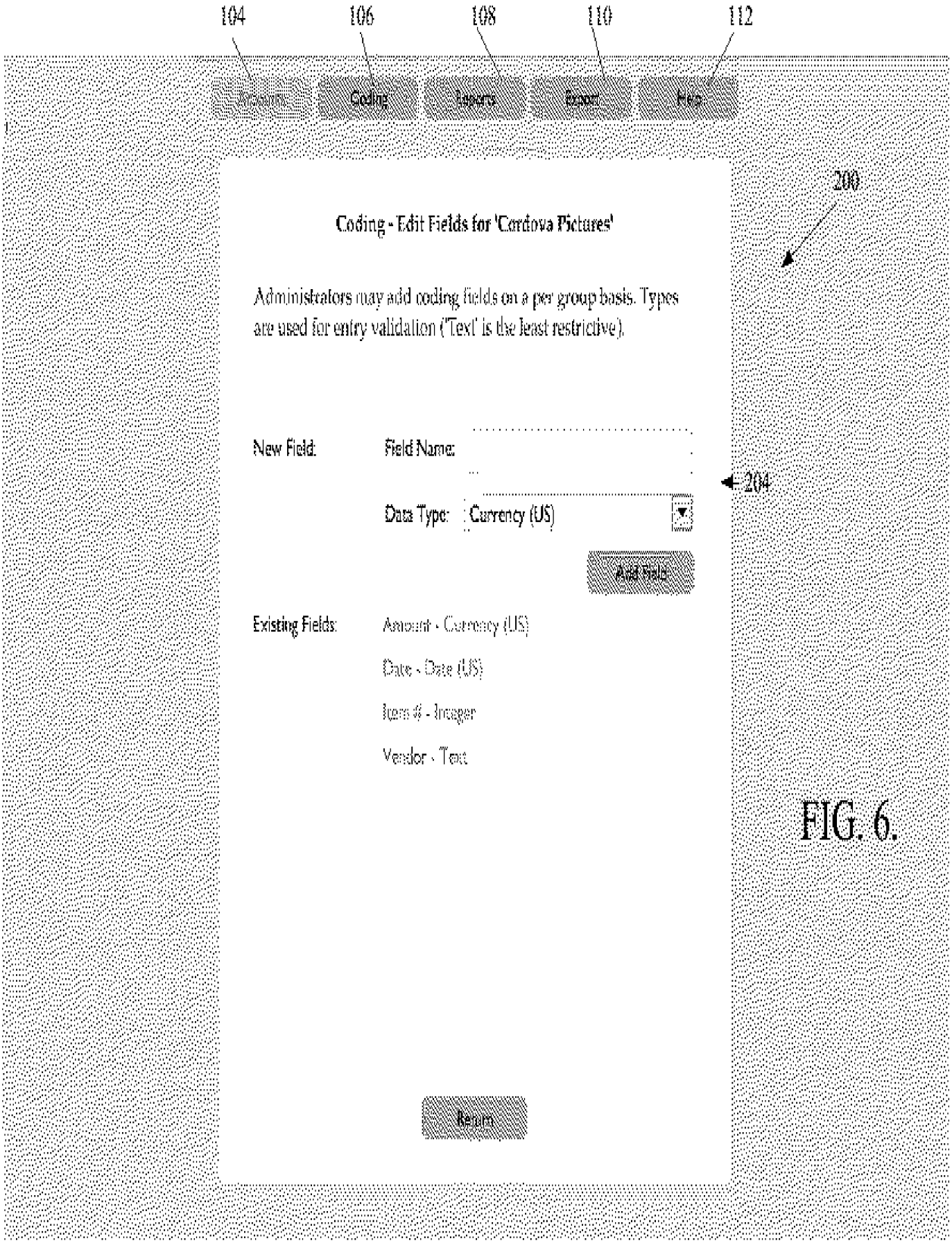
104
106
108
110
112
Coding
Reports
Export
Help
200
Coding - Edit Fields for 'Cordova Pictures'
Administrators may add coding fields on a per group basis. Types are used for entry validation ('Text' is the least restrictive).
New Field:
Field Name:
204
Data Type:
Currency (US)
Add Field
Existing Fields:
Amount - Currency (US)
Date - Date (US)
Item # - Integer
Vendor - Text
Return

FIG. 6.

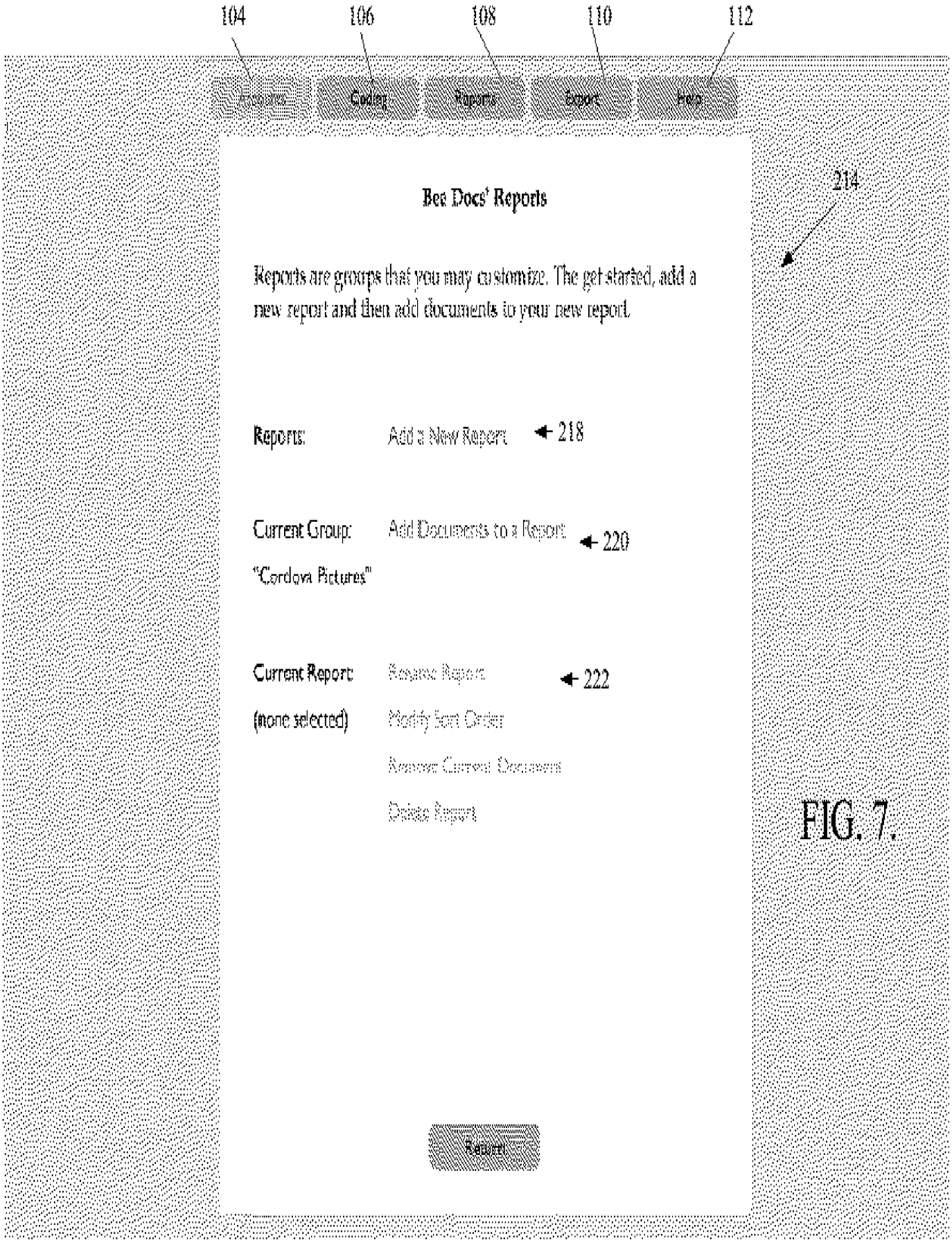
104
106
108
110
112
Coding
Reports
Export
Help
214
Bee Docs' Reports
Reports are groups that you may customize. The get started, add a new report and then add documents to your new report.
Reports:
Add a New Report
218
Current Group:
Add Documents to a Report
220
"Cordova Pictures"
Current Report:
222
(none selected)
Modify Sort Order
Remove Current Documents
Delete Report
Report

FIG. 7.

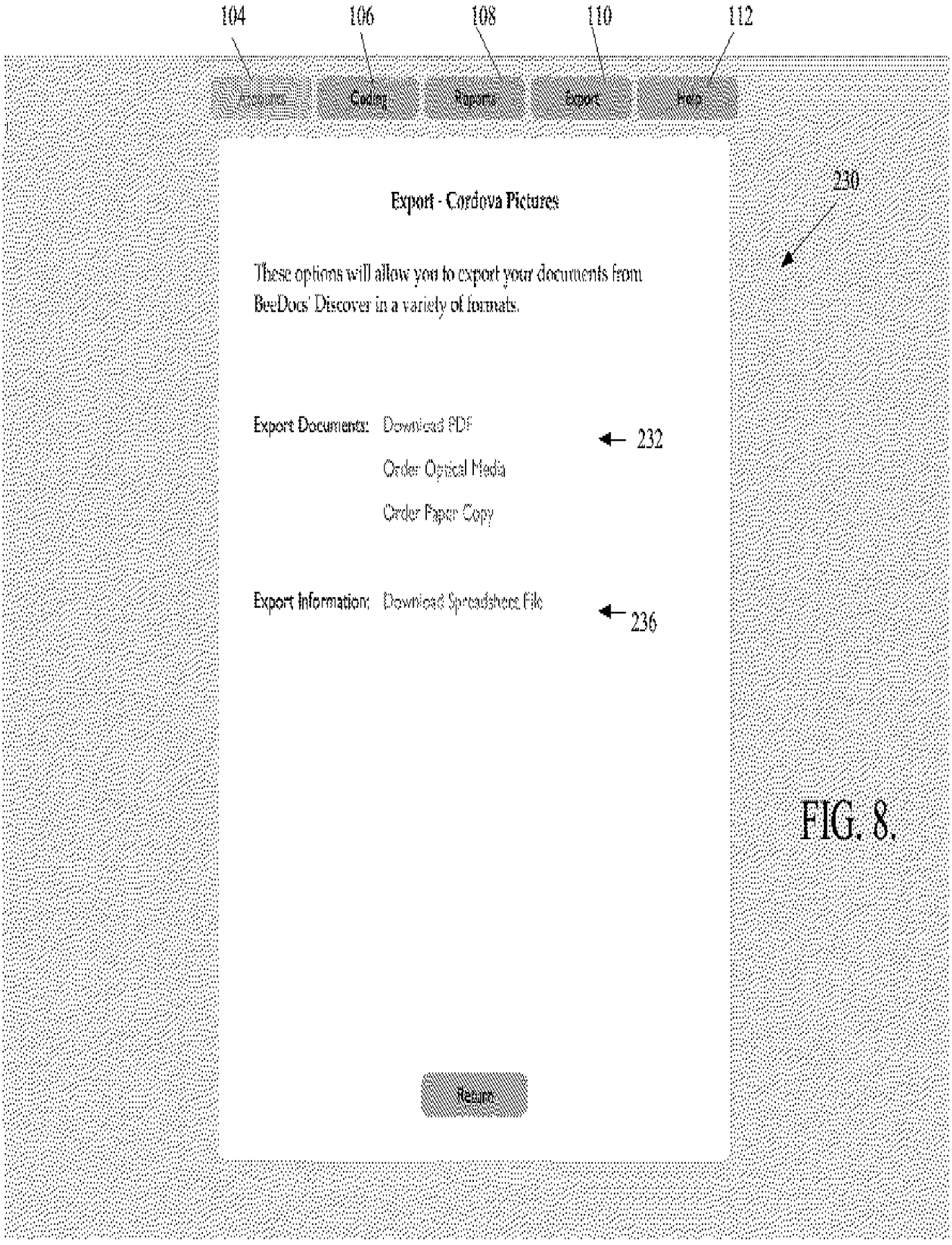
104
106
108
110
112
Coding
Papers
Export
Help
230
Export - Cordova Pictures
These options will allow you to export your documents from BeeDocs' Discover in a variety of formats.
Export Documents:
Download PDF
Order Optical Media
Order Paper Copy
232
Export Information:
Download Spreadsheet File
236
Return

FIG. 8.

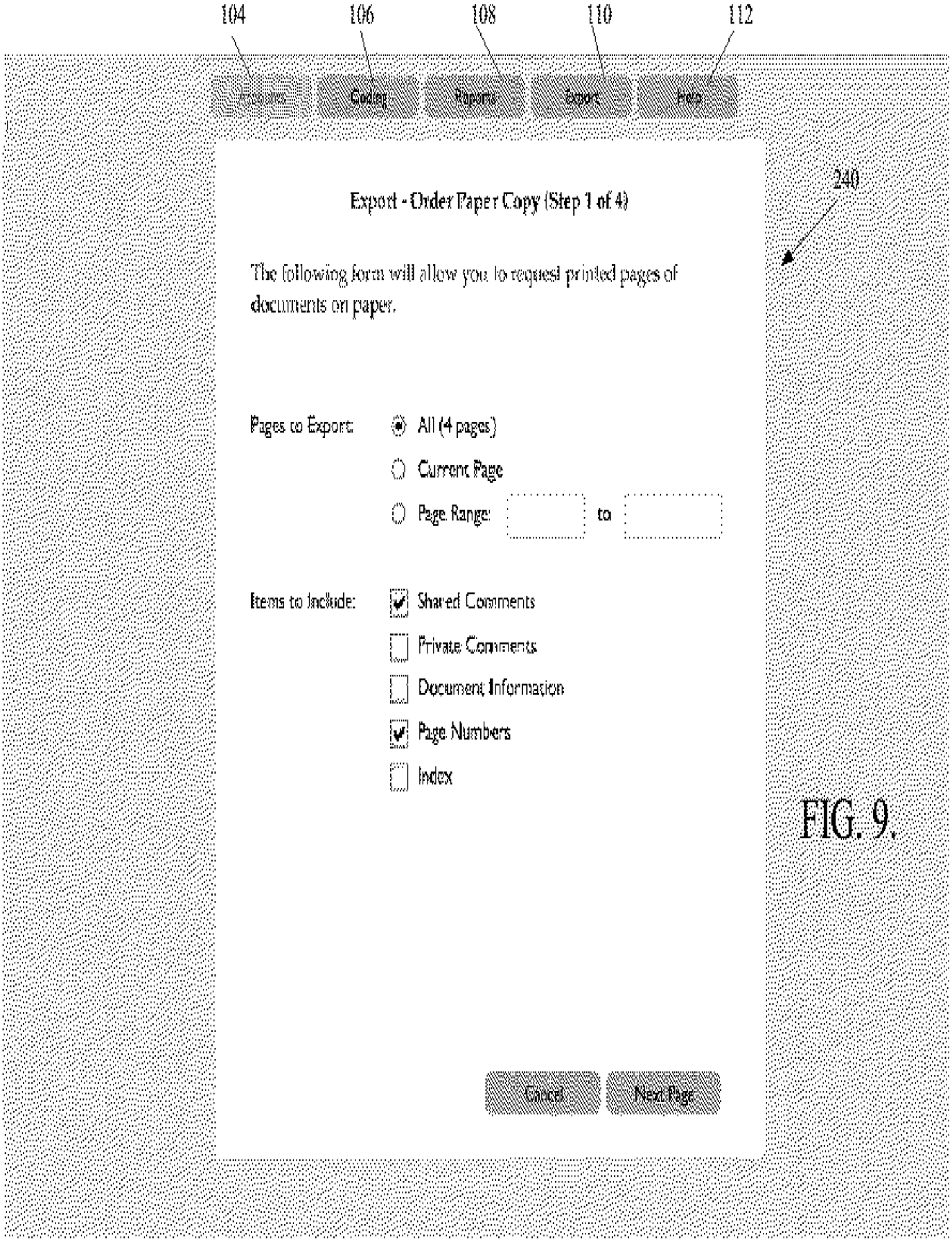
104
106
108
110
112
Coding
Reports
Export
Help
240
Export - Order Paper Copy (Step 1 of 4)
The following form will allow you to request printed pages of documents on paper.
Pages to Export:
All (4 pages)
Current Page
Page Range:
to
Items to Include:
Shared Comments
Private Comments
Document Information
Page Numbers
Index
Cancel
Next Page

FIG. 9.

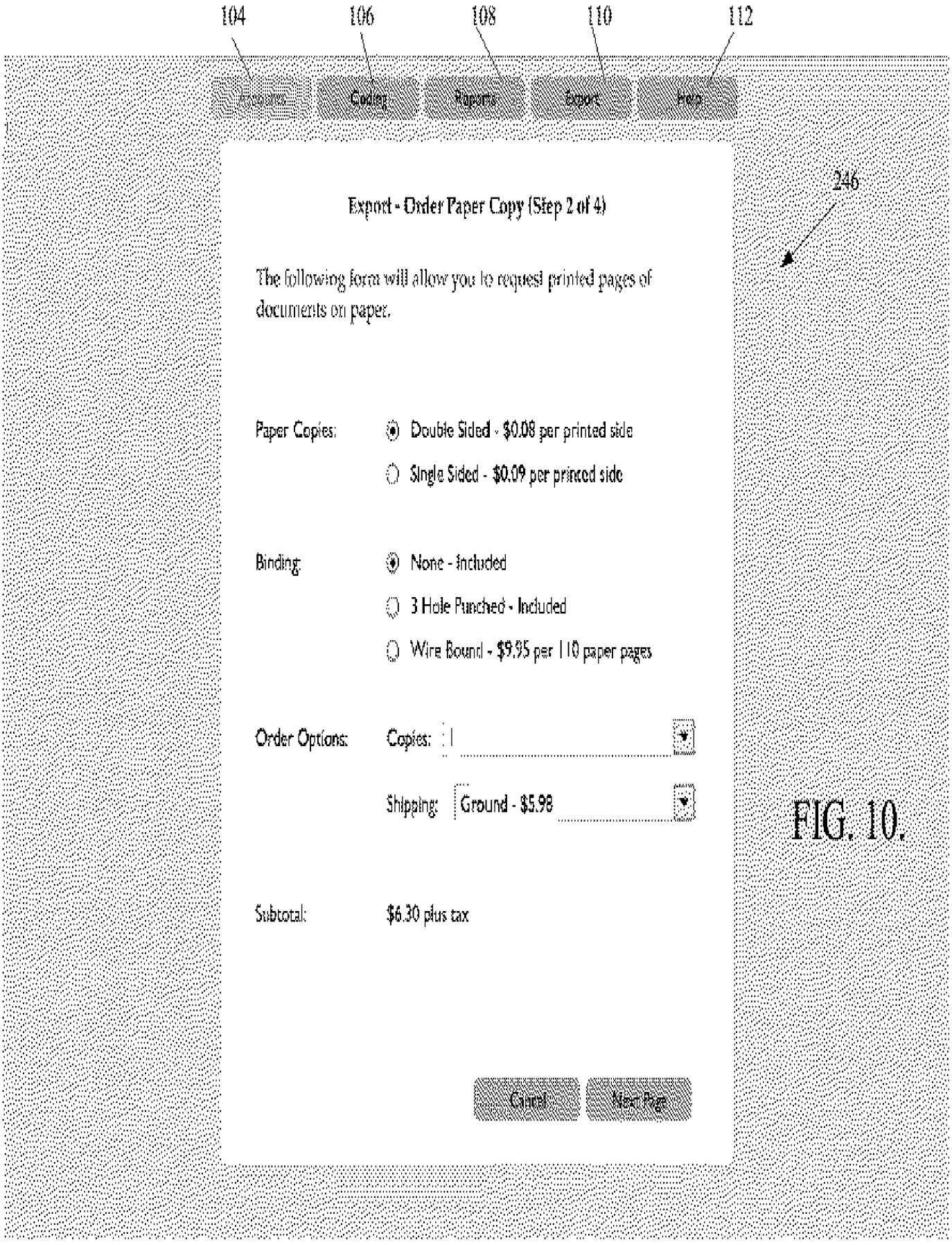
104
106
108
110
112
Coding
Papers
Export
Help
246
Export - Order Paper Copy (Step 2 of 4)
The following form will allow you to request printed pages of documents on paper.
Paper Copies:
Double Sided - $0.08 per printed side
Single Sided - $0.09 per printed side
Binding:
None - Included
3 Hole Punched - Included
Wire Bound - $9.95 per 110 paper pages
Order Options:
Copies:
Shipping:
Ground - $5.98
Subtotal:
$6.30 plus tax
Cancel
Next Page

FIG. 10.

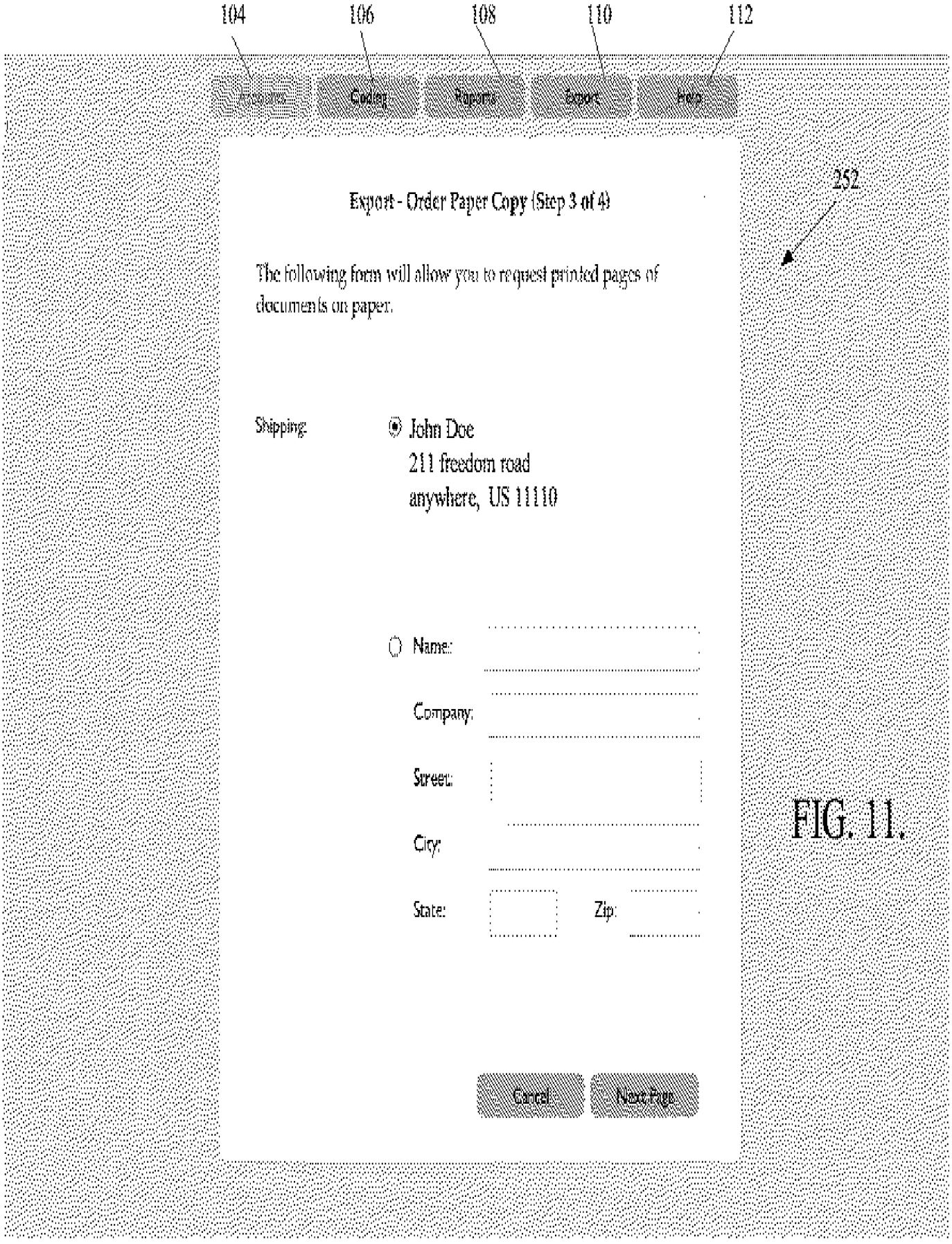
104
106
108
110
112
Coding
Reports
Export
Help
252
Export - Order Paper Copy (Step 3 of 4)
The following form will allow you to request printed pages of documents on paper.
Shipping:
John Doe
211 freedom road
anywhere, US 11110
Name:
Company:
Street:
City:
State:
Zip:
Cancel
Next Page

FIG. 11.

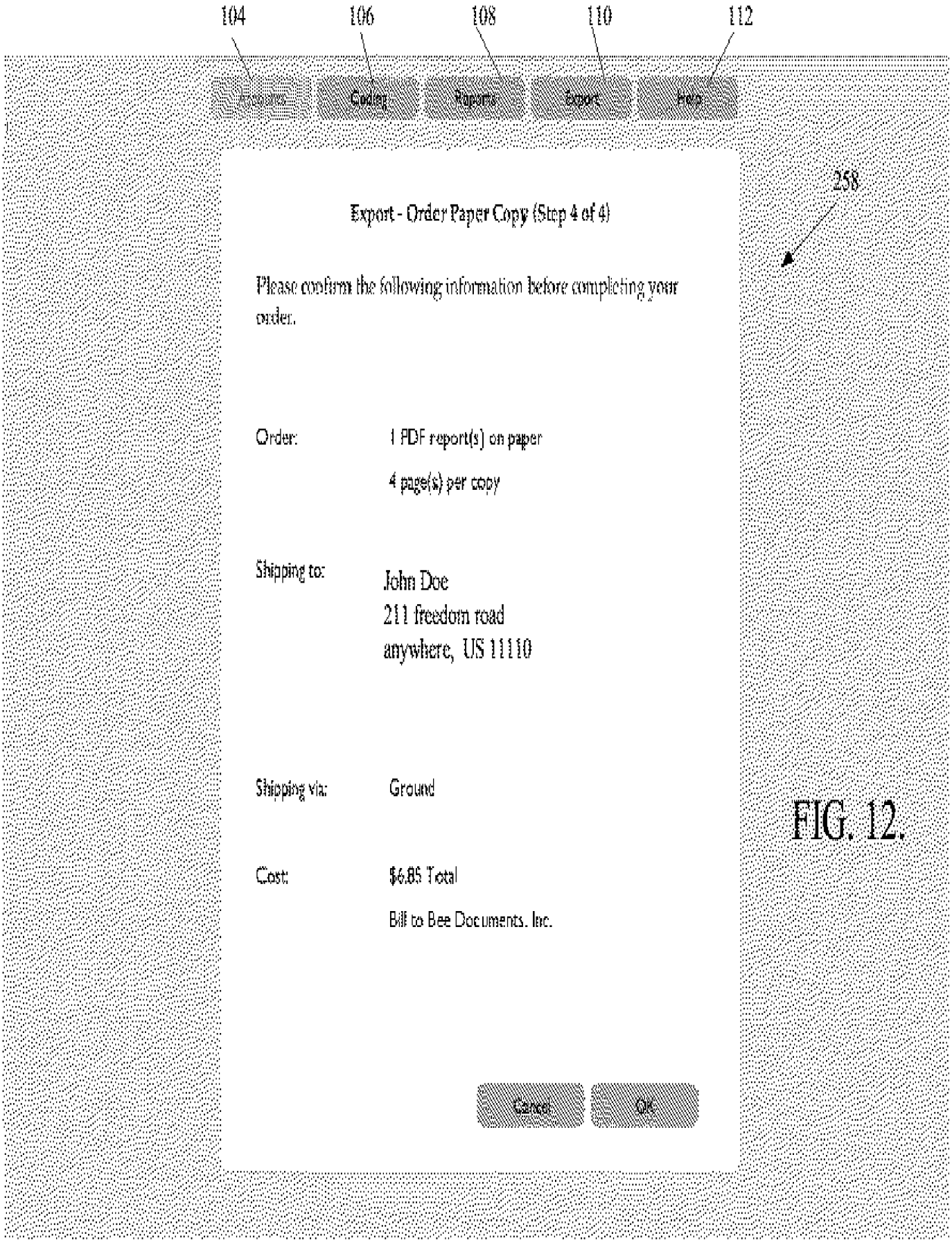
104
106
108
110
112
Coding
Reports
Export
Help
258
Export - Order Paper Copy (Step 4 of 4)
Please confirm the following information before completing your order.
Order:
1 PDF report(s) on paper
4 page(s) per copy
Shipping to:
John Doe
211 freedom road
anywhere, US 11110
Shipping via:
Ground
Cost:
$6.85 Total
Bill to Bee Documents, Inc.
Cancel
OK

FIG. 12.

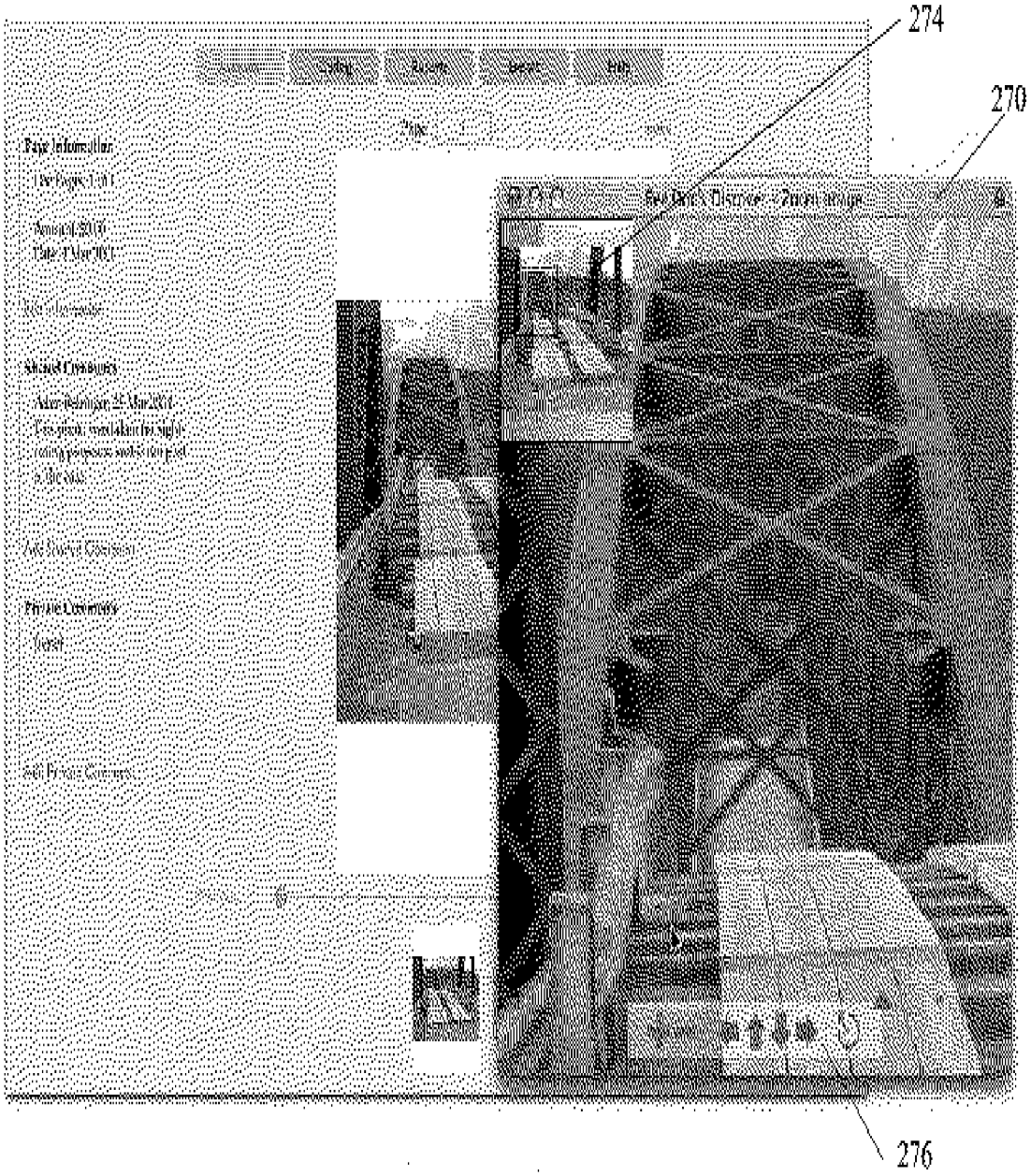

FIG. 13.